

ROUTING AND TRANSMITTAL SLIP**Date**

14 July 1983

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	Mr. Fitzwater		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached per your request is
Item #3 from the 12 July DDJ.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)**Room No.—Bldg.****Phone No.****Executive Secretary**

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DOA	<i>[Signature]</i>	11 JUL 1983
2.		
3. DOA	<i>[Signature]</i>	12 JUL 1983
4.		
5. DO		12 JUL 1983

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1-3: If you have no objections I would like to request info stemming from the 4 committees which I've checked — *[Signature]*

DO NOT use this form as clear

osals,

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	✓			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
		SUSPENSE _____ Date			

Remarks:



7/11/83
Date



ADMINISTRATIVE CONFERENCE OF THE UNITED STATES
2120 L STREET, N.W., SUITE 500
WASHINGTON, D.C. 20037
(202) 254-7020

Registry
83-3468

DD/A Registry
83-1603/2

July 8, 1983

100-30

OFFICE OF
THE CHAIRMAN

TO: HEADS OF INDEPENDENT AGENCIES, OTHER ESTABLISHMENTS,
AND GOVERNMENT CORPORATIONS

FROM: Loren A. Smith, Chairman *Loren A. Smith*

SUBJECT: The Agency Management Information Group

Last month you received an invitation to attend a briefing by OMB Deputy Director Joe Wright on the Reform '88 initiatives. That invitation stated that the briefing was being sponsored by the Agency Management Information Group, (AMIG), but only briefly set out AMIG's purpose. This memorandum is to describe this new informal organization, to discuss its contemplated activities, and to invite your participation.

The Cabinet departments and the central management agencies--GSA, OMB, and OPM--all are active participants in the President's management initiatives through their membership in the Cabinet Council on Management and Administration and in the Assistant Secretaries for Management Group sponsored by OMB. There has been, however, no organized way in which the other, predominantly smaller, governmental entities can participate in these initiatives. The purpose of the Agency Management Information Group is to provide a linkage between the Cabinet Council on Management and Administration--of which I am a member as Chairman of the Administrative Conference--and the many other non-Cabinet, line establishments within the government that I hope will participate in AMIG. In part then, my role on the Cabinet Council is to help provide the perspective and input of the non-Cabinet agencies, as well as give you a point of linkage. As well, I hope that AMIG will provide a forum for the exchange, between the various member agency heads and operating officers, of information on management problems and issues.

Since a group of 70-odd agency heads cannot easily act as a planning and coordinating unit, I have appointed a Steering Committee of heads or principal management officers of a small group of agencies, selected to be representative of the sizes and types of non-Cabinet, line entities within the government. I will chair the Steering Committee, and its members are the following: Executive Director, Administrative Conference of the United States; Budget and Management Officer, Advisory Commission on intergovernmental Relations; Assistant to the Administrator for Management, Agency for International Development; Director, Office of Management, Equal Employment Opportunity Commission; Executive Director, Federal Energy Regulatory Commission; Chairman, Federal Mine Safety and Health Review Commission; Chairman, Merit Systems Protection Board; Director, Management Support Office, National Aeronautics and Space Administration; Deputy Executive Director, Pension Benefit Guaranty Corporation; Chief Administrative Officer, Postal Rate Commission;

-2-

and Director, Selective Service System. You will note that the members consist of both career and appointed individuals. This group will be meeting monthly, and is open to suggestions from any AMIG agency as to topics that AMIG should pursue. We are also interested in suggestions for additional briefings or other activities for all AMIG members.

The Steering Committee has decided to organize a number of specialized committees, centered around particular types of agencies or areas of interest. Participation in the efforts of these committees will be open to all agencies or other entities. If your agency wishes to involve itself as a member of any of these committees, or if you wish to be placed on a committee's mailing list, please contact the below listed chairmen of those committees organized to date.

✓ Audit and Investigative Services Committee

Mr. Arnold B. Brodsky
Manager, Financial Management Division
Office of Administration
Selective Service System
1023 31st, NW
Washington, DC 20435
724-0834

*Talked to
Brodsky
on list as of
26 July*

✓ Automation/Computers Committee

Mr. William G. McDonald
Executive Director
Federal Energy Regulatory Commission
925 North Capitol Street, NE
Washington, DC 20426
(755-3960 - NASA)

*Pat Jones
Secretary
10 Aug 83*

357-8300

Contracting Issues Committee

Mr. John K. Scales
Special Assistant to the Assistant
Administrator for Management
Agency for International Development - Rm. 3932
320 Twenty first Street, NW
Washington, DC 20523
632-9889

Government Corporations Committee

Mr. Charles C. Tharp
Deputy Executive Director
Pension Benefit Guaranty Corporation
2020 K Street, NW
Washington, DC 20006
254-4880

✓ SES Issues Committee

Honorable Herbert E. Ellingwood
Chairman
Merit Systems Protection Board
1120 Vermont Avenue, NW
Washington, DC 20419
653-7101

*Done
Lester
12 Jul 83*

-3-

Small Agencies Committee

Mr. Stephen L. Babcock
Executive Director
Administrative Conference of the United States
2120 L Street, NW -- Suite 500
Washington, DC 20037
254-7020

✓ Travel Regulations Committee

Honorable Herbert E. Ellingwood
Chairman
Merit Systems Protection Board
1120 Vermont Avenue, NW
Washington, DC 20490
653-7101

Vern Spiers

*Done
Loretta
12 Jul 83*

These committees are all in the process of organizing themselves. The Small Agencies Committee, for example, is holding a workshop on OMB Circular A-123 next week, and a general meeting will be held here at the Conference on July 28th. (We are defining "small," for the purpose of this Committee, as 100 or fewer employees.) The Travel Regulations and SES Issues Committees are considering, respectively, draft documents concerning a proposed "flat rate" travel allowance system, and a proposal to establish a commonly-managed career SES development program for smaller agencies. Each Committee Chairman also welcomes your inquiries or suggestions.

I hope that you will decide to actively participate in AMIG activities. This Administration places great importance on efficiency in government. The President and his most senior advisors are personally very interested in these issues, as is evident by the creation of a Cabinet Council on management issues and by the efforts of the Reform '88 group. AMIG will give you an opportunity to support these initiatives in concert with other agencies throughout the Federal establishment. There is some evidence that smaller organizations are in fact more efficient and better managed than the large departments. Perhaps, working together, we can demonstrate that this is so, and can take the lead for the entire government on one or more specific management issues. I think we, the small and medium sized units of government, can significantly contribute to President Reagan's programs to make government work better, and in some areas we can take the lead from the large departments.

Again, please feel free to call or write to me, or to any of the Committee Chairmen with any thoughts or suggestions--positive or negative. I look forward to hearing from you.

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